

279TH BASE SUPPORT BATTALION

COMMANDER'S POLICY

POLICY NUMBER: 01-43	DATE: AUG 12 2003
SUBJECT: Administration of Temporary Lodging Allowance (TLA)	
PROPONENT: DPW (469-7655)	DISTRIBUTION: A, B & C

PURPOSE: Establish local TLA procedures

SCOPE: Applies to all soldiers assigned to the Bamberg German/American Military Community.

REFERENCES:

- a. USAREUR Regulation 37-4.
- b. Message, CINCUSAREUR, AEAFC-PF, 2211302ZAUG95, Subject: TLA Approval Process.
- c. Memorandum, 98th ASG, AETV-WG-MC, dtd. 4 Oct 95, SAB.

POLICY:

1. Incoming TLA:

- a. Newly arrived SSG(P) and above are required to report to the Housing Office within two working days of arrival to register for permanent housing. A Statement of Non-Availability is issued if government quarters are not available.
- b. The soldier is responsible to aggressively locate suitable permanent quarters.
- c. The chain of command will ensure that sufficient time is made available every day for the soldier to aggressively seek housing and to make the necessary moving arrangements. The soldier should not be considered completely inprocessed and available for full duty until he has acquired adequate housing. Active unit involvement and support will not only benefit the soldier, family and unit, but will also serve to minimize government TLA expenditures.
- d. Should a TLA extension be necessary, an endorsement by the chain of command containing a verification of support facilitating soldier's house hunting activities is required.
- e. Families arriving on concurrent travel to the private residence of friends or relatives are authorized TLA for meals only, regardless of the commuting distance to the duty station.

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2. Outgoing TLA:

a. The standard authorization for outgoing TLA is 3 days, when quarters cleaning under Government contract, is in place.

b. TLA for 4 and 5 days are approved by the Housing Manager in cases involving circumstances which cannot be controlled by the soldier, or clearing system.


c. Should an extension beyond 5 days become necessary due to Army demands (i.e. delay of portcall) or any other emergency reasons, an endorsement by the soldier's chain of command, verifying such fact, is required.

3. Approval Authority:

	<u>ARRIVAL</u>	<u>DEPARTURE</u>
Housing Manager	1 - 30 days	1 - 5 days
BSB Cdr	31 - 60 days	6 - 10 days*
Overseas Finance & Accounting Office	61 + days	11 + days

*Days 6 - 10 for private rental housing (no quarters cleaning) may be approved by the Housing Manager.

4. "Maximum Support - It Shall Be Done!"


DANIEL L. THOMAS
LTC, MI
Commanding